

CHAPTER 10
UNIT DIRECTIVES SYSTEM

1000. THE NAVY DIRECTIVES ISSUANCE SYSTEM. SECNAVINST 5215.1C establishes the Navy Directives Issuance Systems throughout the Navy and sets forth the standards for developing, issuing, filing, and maintaining Navy directives. The system contributes to timely, economical, and efficient handling of directives.

1001. MEANING OF DIRECTIVES. Various policy and guidance are provided to individuals and naval units in writing in order to facilitate consistency and efficiency in meeting assigned responsibilities. The use of written guidance where possible is appropriate in light of the transient nature of assignments within the naval service. The Naval Directives Issuance System provides the mechanism to ensure that personnel within the command have timely access to the guidance necessary to effectively perform assigned responsibilities. The types of guidance controlled within the system include:

- a. Directives. A directive is a comprehensive term which encompasses the various guidance provided by a command to subordinates concerning policies, organization procedures, conduct, or methods. Directives include orders, regulations, instructions, and notices which serve as guides for controlling the decisions and actions of subordinates in the organization.
- b. Policies. A military policy prescribes the course of action to be followed in a given situation. Top echelon policies are broad and general, whereas lower echelon policies are specific and conform to the policies established by higher command.
- c. Procedures. A military procedure prescribes a series of coordinated steps for the performance of a function in support of a policy.
- d. Orders. A military order is a formal oral or written command issued by a superior officer to a subordinate establishing a rule or regulation, or delegating authority for the performance of a function.
- e. Regulation. A military regulation is a rule setting forth standards governing or restraining the conduct of individuals.
- f. Instructions and Notices. Instructions and notices impart information concerning the methods for the execution of projects or programs in the accomplishment of a mission.

(1) An instruction contains authority or information having continuing reference value or requiring continuing action. An instruction remains in effect until superseded or otherwise canceled by the originator or higher authority.

(2) A notice contains authority or information of a onetime or brief nature with a self-canceling provision. It will normally remain in effect for less than six months and can not remain in effect for longer than one year. A notice has the same force and effect as an instruction.

1002. SYSTEM FEATURES. The major features of the Navy Directives Issuance System are discussed below.

a. Format. Directive formats are standardized, simplifying writing and reading. The format also permits distinction between directive and non-directive material.

b. Revisions. Directives are kept current through a uniform revision method. The use of page replacements cuts maintenance costs by eliminating the need for a complete reprint of a directive.

c. Distribution. Directive distribution is standardized and controlled through the use of and close adherence to distribution lists. This supports quick distribution of directives on a need-to-know basis. In addition, the distribution of directives provides for rapid distribution of certain types of directives through incorporating Navy messages in the system. An adequate stock of extra copies of all directives is incorporated into the distribution plan to provide for replacement of lost or worn copies and to supply other demand for issue.

d. Filing. Directives are stored in loose leaf form (in binders with prescribed filing methods) permitting easy and quick insertion and removal of material. Directives are identified by Standard Subject Identification Codes permitting compilation of all directives on the same general subject and supporting ready reference. Alphabetical subject indices, prepared by originators, facilitate location of directives on a specific subject. Check lists are issued periodically, permitting recipients to ensure that their files are complete.

e. Training. Standard methods of filing, revising, and checking directives minimize the time required for training unit personnel.

1010. UNIT DIRECTIVES SYSTEM. A unit directives system must provide for wide dissemination of both command policies as well as the policies of other commands responsible for the operations

of the unit. The system must also provide a medium for subordinate officers to issue amplifying and supplementary instructions for placing those policies in effect. The following steps are necessary to establish and/or maintain the Unit Directives Issuance System.

1010.1 DIRECTIVES CONTROL POINTS. SECNAVINST 5215.1C requires that directives control points be established to control the issuance of directives. In small units where the number of directives issued is limited, one directives control point will suffice to keep the Unit Directives System in order. However, in large units, the handling of all directives by one directives control point may place too great a burden on that point. In such cases, these units should establish separate directives control points for each department in addition to the unit's directives control point.

a. Unit's Directives Control Point. Whether the unit has one or more directives control points, the Administrative Officer or Senior Yeoman assigned to the captain's office should be designated as the control point for all directives signed by the Commanding Officer or the Executive Officer. The unit control point performs the functions listed in SECNAVINST 5215.1C for directives issued as unit instructions or notices.

b. Departmental Directives Control Points. A Department Head's administrative assistant or senior yeoman should be assigned to perform the functions of the directives control point for those instructions and notices issued or received within the department. Division directives should also be cleared through this point to ensure standardization within the department. The departmental directives control points function independently of the unit's control point but perform parallel functions for the department.

1010.2 DISTRIBUTION LISTS. It is essential that policy and procedural directives receive proper distribution. To this end, standard distribution lists are prepared to ensure that distribution is made to those who need to know. Three basic distribution lists are required for unit use - List I for internal distribution; List II for other units of the same type; and List III for higher authority. Additionally, standard distribution lists for individual departments should be prepared listing department officers or activities normally requiring copies of directives. The steps to be taken in developing standard distribution lists are:

- a. Analyze current distribution.
- b. Determine the number of copies needed by recipients.

c. Group recipients by classes.

d. Assign a code for each class.

e. Carefully review the particular requirements of the unit to ensure that the completed lists will efficiently serve their purpose.

1010.3 UNIT DIRECTIVES SYSTEM INSTRUCTIONS. Once the source instructions concerning the Navy Directives Issuance System have been reviewed, the directives control points have been established, and the distribution lists have been developed, unit instructions should be published to establish the Unit Directives System. Generally, three unit instructions will be required to establish an effective unit directives system:

a. System Application. A unit instruction should be published prescribing the application of the Navy Directive Issuance System for internal shipboard administration (see Figure 10-1 at the end of this chapter). The instruction should prescribe what directives are to be issued in the Unit Directives System, responsibilities of originators, functions of directives control points, instructions for departmental and divisional use of the system, and standards for reproduction of materials managed within the system.

b. Distribution of Directives. A second unit instruction should be published to issue the unit's standard distribution lists (see Figure 10-2 at the end of this chapter). Distribution of directives to external activities shall follow the Standard Navy Distribution List (SNDL Parts 1 and 2).

c. Guide for Originators. A third unit instruction should be published setting forth a guide for originators to formulate instructions and notices following SECNAVINST 5215.1C and the unit directives system (see Figure 10-3 at the end of this chapter).

1010.4 UNIT PERSONNEL TRAINING. Personnel should be educated and periodically trained to establish and continue operating an effective unit directives system.

1010.5 DIRECTIVES BINDERS. The use of binders using standard subject identification codes (SSICS), permits compiling all directives on the same subject and allows ready reference to material within the system by individuals with a need to know. Use of loose leaf binders and prescribed filing methods permits timely distribution of original materials and rapid updating of directives. Binders should be developed and distributed upon

establishment of the system and should be verified for accuracy and currency periodically and upon reassignment of key personnel.

1010.6 PREPARATION OF DIRECTIVES. Upon establishment of the unit directives system and training of unit personnel, issue unit directives. Directives must be clear, concise, and easily understood. Clarity of language as well as neatness in appearance of the directives will promote increased understanding by recipients and greater efficiency within the organization. SECNAVINST 5215.1C prescribes the standard format for instructions and notices. SECNAVINST 5216.5C the Navy Correspondence Manual, provides additional guidance on the preparation of directives.

1010.7 DISTRIBUTION AND ROUTING OF DIRECTIVES. Directives received or originated by the unit through the directives control point(s) to departments and activities identified on the standard distribution lists described in paragraph 1010.2. Department offices will forward directives to the department officers listed on departmental distribution lists.

1020. HIGHER AUTHORITY DIRECTIVES. Many policies and procedures affecting administration and operation of naval units are issued as instructions, manuals, and publications by the Chief of Naval Operations, the various bureaus and systems commands, and the fleet and type commanders. These directives may contain either broad or specific guidance concerning the overall administration or operation of the unit, personnel administration, tactical information, communications, or operation of equipment. Review directives upon receipt to determine distribution within the unit and to determine if further interpretation or amplification is required by proper authority within the command for effective implementation within the specific unit. When sufficient copies of an outside directive are received, route a copy to each department for filing in the departmental current directives binder. If only a few copies are received, one copy should be filed in the department primarily concerned after it has been routed. File one copy of every directive received in the directives control point.

1030. DIRECTIVES EXCLUDED FROM THE NAVY ISSUANCE SYSTEM. Certain categories of directives are excluded from the basic Navy Directives Issuance System. These directives are important to efficient administration of naval units but have their own dissemination protocols and record keeping requirements. The major exclusions relevant to naval units are discussed in the following subsections.

1031. THE PLAN OF THE DAY (POD) is a basic administrative directive published by the Executive Officer. It contains daily

plans and orders for administration of the unit and announcements of general interest. It is unclassified to allow wide distribution, but it includes a notice that it is not to be removed from the unit and should ordinarily indicate that its contents are for official use only.

1031.1 CONTENTS OF THE POD. A standard format is illustrated in Figure 10-4 at the end of this chapter. The Administrative Assistant prepares the POD under the direction of the Executive Officer. The Administrative Assistant collects items of information, prepares the POD, and presents the plan to the Executive Officer for approval and signature. The POD should contain the following information where appropriate:

(1) The section on inport watch officers should identify, as appropriate, the Command Duty Officer and department duty officers. Items such as tides, weather, time zones, sunrise, sunset, and various petty officer watches may also be included.

(2) The section covering the unit's routine shows variation from the normal daily routine for underway, in port, and holidays as published in the unit's organization and regulations instruction.

(3) The order of the day section contains additional orders or instructions concerning the day's activities or pending developments.

(4) The announcement section contains items of general interest, such as lost and found articles, athletic events, fund raising drives, and social activities.

1031.2 DISTRIBUTION OF THE POD. Distribute the Plan of the Day prior to liberty call in port and prior to taps underway. Enforce definite deadlines for material submission and POD preparation and distribution to ensure the plan reaches personnel on time. Make distribution to all levels of the unit's organization by the most expeditious means including electronically, direct routing, publishing at quarters, and posting on bulletin boards. Issue a unit directive covering the method of distribution and posting.

1032. CAPTAIN'S NIGHT ORDER BOOK is maintained in loose-leaf or bound ledger form. It contains the orders of the Commanding Officer for the operation and safe navigation of a ship underway during the night. The orders for each night are written on a separate sheet and signed by the Commanding Officer. They should include courses and speeds, expected sightings, engineering data, the tactical situation, engineering evolutions and supplementary orders to the Officer of the Deck (OOD). This book is required by U.S. Navy Regula-

tions, 1990, and forms a permanent part of the ship's operational records.

1033. CAPTAIN'S BATTLE ORDERS are maintained in loose leaf or bound ledger form and are readily available to the Tactical Action Officer and others concerned with the proper employment of the ship's weapons. It includes intended weapon, sensor, and communications configurations to respond to various surface, subsurface, and airborne threats. It also addresses the material condition and manning level to be employed at various threat conditions. It is a principle vehicle for the Commanding Officer to convey the philosophy for fighting the ship and in the face of potential conflict, self-defense, or combat, provide the means to convert the crew from a peacetime environment to a battle ready, aggressive state of mind. The Battle Orders shall be rehearsed thoroughly and understood by every member of the ship's combat systems team.

1034. CAPTAIN'S COMBAT INTENTIONS are maintained as a daily addendum to the Captain's Battle Orders and will provide detailed preplanned responses based on the Commanding Officer's best assessment of the current threat. It includes a synopsis of the current tactical situation, the Commanding Officer's primary concerns and estimates of potential threats as well as responses to those threats.

1035. ENGINEER OFFICER'S NIGHT ORDER BOOK is similar to the Captain's Night Order Book. It contains the order directives of the Engineer Officer to the Engineering Officer of the Watch for the operation of the engineering plant during the night.

1036. OFFICER OF THE DECK STANDING ORDER BOOK contains instructions for conditions of a recurring nature. They are prepared by the Navigator for signature by the Commanding Officer. Figure 10-5 at the end of this chapter illustrates the typical format employed for issuing standing orders.

1037. OFFICER OF THE DECK MEMORANDA are comparatively informal and typically concern matters such as special words to be passed to unit personnel, expected visitors or honors, and notes concerning the use of ship's equipment. They are bound in a loose-leaf binder and passed from one watch to the next. They are usually of short duration and provide the Executive Officer and others a convenient means of informing the OOD of required action.

1040. BIBLIOGRAPHY. The following sources of guidance concerning the content and processing of directives are the governing documents on this system.

1040.1 SECNAVINST 5215.1C the Navy Directives Issuance System, establishes a directives system throughout the Navy and sets forth the standards for filing, maintaining, and issuing directives under the system.

1040.2 SECNAVINST 5216.5C, Department of the Navy Correspondence Manual, outlines procedures for the preparation of correspondence.

1040.3 SECNAVINST 5210.11D, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes, contains filing information and numerical and alphabetical lists of classification codes for assigning numbers to instructions and notices, files, correspondence, messages, reports, and forms.

1040.4 SECNAVINST 5213.10D prescribes the Forms Management Program for the Navy.

1040.5 SECNAVINST 5214.2B describes the purpose of the Navy Reports Management Program. Reports Management ensures that reports and reporting systems effectively provide necessary information. The two major elements of reports management are reports control and reports analysis.

1040.6 OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation, describes the procedures for classifying and declassifying documents containing security information.

1040.7 OPNAV P09B2-107 and OPNAV P069B2-105 (current editions), Standard Navy Distribution List Parts 1 and 2 provides proper addresses and distribution for mail to activities of the Department of the Navy.

USS EXAMPLE (DDG-14)
FLEET POST OFFICE
NEW YORK 09501

EXAMPLEINST 5215.1
39:LGT
15 Dec 19

USS EXAMPLE INSTRUCTION 5215.1

From: Commanding Officer, USS EXAMPLE

Subj: APPLICATION OF THE NAVY DIRECTIVES SYSTEM FOR INTERNAL
SHIPBOARD ADMINISTRATION

Ref: (a) SECNAVINST 5215.1C, The Department of the Navy
Directives Issuance System

Encl: (1) Supplemental Instruction Pertaining to the Standard
To Be Used in Filing, Maintaining, and Issuing Direc-
tives

1. Purpose. To apply the Navy Directives System aboard the USS
EXAMPLE as prescribed by reference (a), and to establish author-
ized media through which all directives affecting the internal
administration of the ship shall be issued and controlled.

2. Scope. The Navy Directives System shall apply to all direc-
tives of an organizational, policy, or informational nature
issued aboard this ship, whether shipwide, departmental, or
divisional in scope, except those directives specified in
paragraph 3b and except letters or memoranda which are directed
for action to only one recipient.

3. Authorized Media. Media authorized for dissemination of
directives are defined as follows:

a. Subject to the Provisions of the Navy Directives System

(1) USS EXAMPLE Instructions. Of a continuing or
permanent nature, and affecting more than one department. Issued
by the Commanding Officer and signed by the Commanding Officer or
by such other persons who have been specified as authorized to
sign certain correspondence and directives "By direction" or
"Acting."

Figure 10-1 Sample Format for Instructions

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(2) USS EXAMPLE Notices. Of a temporary nature and affecting more than one department. Issued by the Commanding Officer or the Executive Office and signed by either, or by such other officers who have been specifically authorized to sign "By direction" or "Acting."

(3) Departmental Instruction. Of a continuing or permanent nature, but applicable only to a single department. Issued and signed by the department head concerned, except in the case of departmental organization manuals which shall be approved by the commanding officer.

(4) Departmental Notices. Of a temporary nature, but applicable to only a single department. Issued by the department head concerned and signed by him or her or by an officer designated by him or her to sign "By direction."

(5) Divisional Instructions. Of a continuing or permanent nature, but applicable to only a single division issued and signed by the division officer concerned, except in the case of division organization manuals which shall be approved by the head of the department.

(6) Divisional Notices. Of a temporary nature, but applicable to only a single division. Issued and signed by the division officer concerned.

b. Media Exempted from the Provisions of the Navy Directives Issuance System

(1) Plan of the Day. Issued by the Executive Officer and signed by him or her or, in his or her absence, by the Command Duty Officer.

(2) Operational Releases. Including operational orders and plans and flight schedules. Issued by the Operations Officer and signed by him or her or by an officer designated by him or her to sign "By direction" or "Acting," and approved by the CO.

(3) The Captain's Night Order Book, the Engineer Officer's Night Order Book, the Officer of the Deck's Standing Order Book, and the Officer of the Deck's Memoranda. Exempted under the provision of paragraph 2.

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4. Responsibilities

a. Originators of Directives

(1) Persons who originate directives shall prepare them following Part II of reference (a), supplemented by enclosure (1) of this instruction. A comprehensive guide outlining the procedure to be followed by originators in writing instructions and notices is found in a separate instruction (EXAMPLEINST 5215.2) and Chapter 10 of OPNAVINST 3120.32C.

(2) Originators shall submit USS EXAMPLE directives to the directives control point for review prior to processing for concurrence, signature, reproduction, and distribution.

b. USS EXAMPLE Directives Control Point. The Administrative Officer is designated as the USS EXAMPLE directives control point and shall perform the following functions:

(1) Compare each proposed instruction or notice with existing directives on the same subject with regard to possible duplication, conflict, or incompleteness. Suggest improvements where appropriate.

(2) Review each proposed instruction or notice for correct designation as to type of release, subject classification number, format, arrangement of contents, and need for cross-reference sheets.

(3) Review directives that require reports or that issue new or revised forms to ensure that control symbols have been assigned following current procedures.

(4) Review instructions and notices requiring the use of forms to ensure that:

(a) Forms are designed and controlled by the guidance contained in SECNAVINST 5213.10D.

(b) The higher-echelon form is used whenever practicable.

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(c) Instructions for obtaining, preparing, submitting, and using the form are included.

(5) Assign consecutive numbers to instructions.

(6) Ensure that directives communicating potentially security-sensitive information is coordinated with the unit security officer prior to issuance and ensure that the classified documents are marked and administered in compliance with the requirements of OPNAVINST 5510.1H.

(7) Process the proposed directive for signature of the Executive Officer or Commanding Officer or other officer authorized to sign "By direction," as appropriate.

(8) Arrange for the reproduction of directives.

(9) Distribute directives as directed.

(10) Provide for the stocking of extra copies of directives.

(11) Maintain the records necessary to operate the system effectively. These records may include, where applicable:

(a) Master directives binder (containing all current internal directives issued under the system, and all current directives received from external sources).

(b) Tickler file (for follow-up items).

(c) Numerical checklist card file (from which to prepare the quarterly checklist).

(d) Directives case file (the official record file which contains signed original instructions and significant working papers).

(12) Provide reference service on current and superseded USS EXAMPLE directives and on current directives received from external sources for directives originated by the Commanding Officer or Executive Officer.

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(13) Compile and issue quarterly numerical checklists of current USS EXAMPLE directives.

(14) Compile and issue semiannually (or more often if necessary) consolidated alphabetically subject indexes for current USS EXAMPLE and departmental instructions.

(15) Maintain and administer the directives custody card program for directives controlled by the Captain's Office.

(16) Maintain and periodically update, in cooperation with appropriate authorities within the command, distribution lists pertinent to directives controlled by the Captain's Office.

(17) Coordinate recommendations from departments and executive staff officers for improvement in the system.

c. Holders of USS EXAMPLE Directives Binders. Personnel who are required to maintain directive files are listed in the USS EXAMPLE standard distribution lists (see EXAMPLEINST 5215.2). Holders of directives binders shall maintain them following Part II of reference (a), as supplemented by enclosure (1) of this instruction and other current instructions. Each officer to whom a directives binder is issued shall be held personally accountable for its custody and proper maintenance. Custody cards for each binder issued shall be retained by the ship's secretary. Upon detachment, an officer shall turn in the binder issued to him or her to the Captain's Office and will receive the cancelled custody card. An officer's relief will be issued the proper binder and shall personally sign a custody card upon its receipt.

d. Head of Departments. Heads of departments shall install the directives system for the issuance of the departmental directives as prescribed by this instruction and shall issue necessary procedures for administering the system within their departments. Department officers are designated as departmental directives control points to assign consecutive numbers to instruction issued within their departments and to ensure compliance with current instruction for administering the system. Departmental directives control points shall perform functions similar to those prescribed by the USS EXAMPLE directives control point, except as modified below:

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(1) Heads of departments shall ensure that two copies of each departmental and divisional directive are furnished to the Captain's Office for inclusion in the master directives binder for the ship and supplemental files.

(2) Directives system records kept by a department should pertain only to the operations or administration of that particular department. These records will include current directives received from external sources which pertain to the operations of the department and a complete compilation of current USS EXAMPLE directives. Departmental directives control points will be required to provide reference service only with respect to those directives.

(3) Quarterly numerical checklists compiled by departmental directives control points will pertain only to directives issued within the cognizant department.

John L. Doe
By Direction

Distribution: (See EXAMPLEINST 5215.2)
Lists I (Case A), II, and III

Stocked:
USS EXAMPLE Administrative Office

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Supplemental Instruction Pertaining to the Standards To Be Used
in Filing, Maintaining, and Issuing Directives.

1. Purpose. Part I of reference (a) sets forth standards to be used in the Navy Directives System. This enclosure supplements these prescribed standards to meet the requirements of this ship.
2. Filing and Maintaining Directives. USS EXAMPLE directives binders shall be used for filing all effective USS EXAMPLE instructions and departmental instructions and shall, in addition, include copies of reference (a). USS EXAMPLE and departmental notices and directives received from sources external to the ship may also be included in these binders. (Supplements reference (a), Part II, paragraph 3.)
3. Distribution of Directives. (Supplements reference (a).)
 - a. Internal Directives. To the greatest practical extent, issue directives internally following USS EXAMPLE standard distribution lists prescribed by separate instruction (EXAMPLEINST 5605.1).
 - b. Directives Received from External Sources. Upon receipt of directives issued by higher authority or other external sources, the Ship's Secretary will file one copy immediately in the ship's master directives binder in the Captain's Office. Other copies will be routed for information, action, and retention in departmental directives binders, as appropriate.
4. Numerical Checklists. (Supplements reference (a).)
 - a. USS EXAMPLE directives control point will issue numerical checklists and quarterly additions and deletions of USS EXAMPLE directives.
 - b. Departmental control points will issue numerical checklist and quarterly additions and deletions of their respective departmental directives that are effective.

Enclosure (1)

Figure 10-1 Sample Format for Instructions (Cont.)

Enclosure (1)

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5. Consolidated Alphabetical Subject Index. (Supplements reference (a).) USS EXAMPLE directives control point will issue a consolidated alphabetical subject index of USS EXAMPLE and departmental instructions as necessary. Departmental directives control points will work with USS EXAMPLE directives control point to provide users with an index of instructions applicable to their operations. Accordingly, departmental directives control points will furnish USS EXAMPLE directives control point with two copies of each instruction and notice at the time of issue.

2

Enclosure (1)

Figure 10-1 Sample Format for Instructions (Cont.)

10-16

Enclosure (1)

USS EXAMPLE (DDG-41)
FLEET POST OFFICE
NEW YORK 09501

EXAMPLEINST 5215.2
39:LGT
24 Aug 19

USS EXAMPLE INSTRUCTION 5215.2

From: Commanding Officer, USS EXAMPLE

Subj: DISTRIBUTION OF DIRECTIVES

Encl: (1) Table of USS EXAMPLE BASIC Standard Distribution Lists
(2) Table of USS EXAMPLE Departmental Standard Distribution Lists

1. Purpose. To prescribe the system to be used for the distribution of directives.
2. Standard Distribution of Directives. Standard distribution of directives shall be used whenever feasible. The objectives of standard distribution are twofold.
 - a. To ensure distribution to all who may be concerned with the material contained in the directive.
 - b. To limit distribution to those persons who "need to know" in the interest of conservation of materials and the protection of security-sensitive information.

3. Methods of Distribution

a. Internal

(1) The Administrative Officer (USS EXAMPLE directives control point) will handle quantity distribution of directives as indicated in enclosure (1) to departmental offices, for redistribution to component offices or individual officers of departments as listed in enclosure (2).

Enclosure (1)

Figure 10-2 Sample Format for Distribution List

EXAMPLEINST 5215.2

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(2) The alphabetically designed lists shown in enclosure (2) indicate the distribution that shall be followed within the departments. Changes to these lists may be recommended to the Executive Officer by heads of departments.

(3) Heads of departments shall ensure that departmental offices are provided with a slotted-box system for distribution and routing of directives and other official correspondence.

b. External. The Administrative Officer will distribute directives to external activities as shown in Lists II and III.

4. Type of Distribution

a. Case A. USS EXAMPLE directives to be routed to all officers shall be distributed as indicated in List I under "Case A" distribution. Except where limited distribution to only certain departments is more desirable, all USS EXAMPLE instructions shall receive a minimum of List 1 (Case A) distribution.

b. Case B. Where broader distribution is desired (for posting of directives on bulletin boards), as in the case of some USS EXAMPLE notices, "Case B" distribution under List I shall be employed. Department Heads shall ensure that directives issued under List I (Case B) distribution are posted on department and division bulletin boards.

5. Indication of Distribution

a. Regular standard distribution of USS EXAMPLE directives shall be indicated in the manner shown in the following example:

Distribution (See EXAMPLEINST 5215.2)
Lists I (Case A), II, and III

b. Limited standard distribution of USS EXAMPLE directives may be shown in either of the following ways:

(1) Distribution: (See EXAMPLEINST 5215.2)
Lists I (Less S, M, and D) (Case A), II, and III

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(2) Distribution: (See EXAMPLEINST 5215.2)
Lists X, O, A, and V (Case A), II, and III

c. Standard distribution of departmental directives shall be indicated as in the following example (note that two copies of each departmental directive are issued to the Captain's Office as required by EXAMPLEINST 5215.1) :

Distribution (See EXAMPLEINST 5215.2)
Lists E (Case A), II, and III
Captain's Office (2)

d. Distribution of directives to external activities (including those external activities not listed in Lists II and III of USS EXAMPLE standard distribution lists) shall be indicated as in the following example (showing in parentheses the number of copies to be issued where not prescribed under standard distribution):

Distribution (See EXAMPLEINST 5215.2)
Lists I (Case A), II, and III
Special:

COMSIXTHFLT (2)
USS ENTERPRISE (2)

6. Filing of Directives. Where copies distribution are indicated for filing under the "File" column in the table of enclosure (2), the officer to whom the copy is issued is responsible for ensuring that the directive is properly filed in the directives binder immediately upon receipt.

JOHN L. DOE
By direction

Distribution: (See EXAMPLEINST 5215.2)
Lists I (Case A), II, and III

Stocked:
USS EXAMPLE Administrative Office

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Table of USS EXAMPLE Basic Standard Distribution Lists

LIST I INTERNAL DISTRIBUTION

<u>Code</u>	<u>Departmental Office</u>	<u>Number of Copies</u>	
		<u>Case A</u>	<u>Case B</u>
X	Administrative Office (X division)	16	19
N	Navigation Office	4	5
O	Operation Office	11	18
A	Air Office	8	16
W	Weapons Office	24	35
E	Engineer's Record Office (Log room)	14	32
S	Supply Office	9	16
M	Medical Office	2	3
D	Dental Office	2	3
V	Air Wing Commander's Office	<u>14</u>	<u>28</u>
		104	175

LIST II -- OTHER SHIPS OF TYPE

<u>Code</u>	<u>Ship</u>	<u>Number of Copies</u>
A	USS SARATOGA (CV 60)	2
B	USS INDEPENDENCE (CV 61)	2
		4

LIST III -- HIGHER AUTHORITY

<u>Code</u>	<u>Command</u>	<u>Number of Copies</u>
A	Commander Carrier Division	2
B	Commander Naval Air Force, U.S. Atlantic Fleet	<u>2</u>
		4

Enclosure (1)

Figure 10-2 Sample Format for Distribution List (Cont.)

Enclosure (1)

EXAMPLEINST 5215.2
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Table of USS EXAMPLE Departmental Standard Distribution Lists

LIST N - NAVIGATION DEPARTMENT

<u>Code</u>	<u>Issued to</u>	<u>Number of Copies</u>			
		<u>Case A</u>		<u>Case B</u>	
		<u>File</u>	<u>Route</u>	<u>File</u>	<u>Route Post</u>
A	Chart House		1		1
	Navigator				
	Assistant Navigator				
	(N division)				
B	Navigation Office	1		1	1
C	Quarterdeck/Bridge	1		1	
D	After Brow	1		1	
		3	1	3	1 1.
	Total		4		5

LIST E - ENGINEERING DEPARTMENT

<u>Code</u>	<u>Issued to</u>	<u>Number of Copies</u>			
		<u>Case A</u>		<u>Case B</u>	
		<u>File</u>	<u>Route</u>	<u>File</u>	<u>Route Post</u>
C	Engineer Office (Log Room)		1		1 1
	Administration Assistant	1		1	
	Damage Control Assistant		1		1
	Main Propulsion Assistant		1		1
A	A Division Officer	1	1	1	1 3
	A division junior officers				
R	R Division Officer	1	1	1	1 5
	(DC office)				
	R division junior officers				
	Asst. to the DCA				
B	B Division Officer	1	1	1	1 4
	B division junior officers				
M	M Division Officer	1	1	1	1 3
	M division junior officers				
E	Electrical Officer		1		1
	E Division Officer	1		1	2
	E division junior officers				
		6	8	6	8 18
			14		32

Enclosure (2)

Figure 10-2 Sample Format for Distribution List (Cont.)

USS EXAMPLE (DDG-41)
FLEET POST OFFICE
NEW YORK 09501

EXAMPLEINST 5215.3
19:HJM
15 Dec 19

USS EXAMPLE INSTRUCTION 5215.3

Subj: GUIDE FOR ORIGINATORS OF INSTRUCTIONS AND NOTICES

Ref: (a) SECNAVINST 5215.1C
(b) EXAMPLEINST 5215.1
(c) SECNAVINST 5210.11D

1. Purpose. To set forth a guide by which originators may formulate instructions and notices following the provisions of references (a) and (b). This instruction covers the procedures that originators will carry out in writing directives in the Navy Directives System.
2. Ground Rules. Facts must be collected and analyzed before an originator is ready to write a directive. He/she must have a working knowledge of all existing directives related to the subject. He/she should know exactly what he/she wants to write and who will use the new directive.
3. Case Folder. As material is gathered and concurrences secured, the originator should accumulate all significant material in a case folder for later reference if necessary. A kraft file-folder 9-1/2 x 11-3/4 (letter size) is quite satisfactory for this purpose and is reasonable in cost. After the directive has been prepared, this material shall be turned over to the Captain's Office for filing in the case files.
4. Type of Directive. The originator will determine whether the directive is an instruction or a notice per the definitions in reference (a).
5. Format. The format of Exhibit 1 in reference (a) will be used in issuing directives.
6. Originating Officer Code. As a means of conveniently indicating the originating officer of a directive, codes

Figure 10-3 Sample Format for Guide for Originators

EXAMPLEINST 5215.3
15 Dec 19

established by separate instruction (EXAMPLEINST 5216.3) will be placed in the upper-right corner of the first page only of a directive, as illustrated by this instruction. The initials of the originating officer may also be indicated, as in this example: 19:HJM.

7. References. The method for listing references in directives is the same as that prescribed for the naval letter in the Navy Correspondence Manual. SECNAVINST 5216.5C.

8. Designation of Paragraphs and Subparagraphs

a. Paragraph Numbering. Follow instructions in SECNAVINST 5216.5C for numbering paragraphs and subparagraphs.

b. Paragraph Titles. Use titles for major paragraphs and subparagraphs. Paragraph titles will aid in finding specific items.

9. Arrangement of Content. The originator will ensure that the directive includes all essential information arranged in logical sequence. The paragraph subjects listed below will serve as a checklist for content and as a guide for proper sequence. THE PURPOSE PARAGRAPH IS NOT ALWAYS REQUIRED. Other subjects should be included, when applicable, in the sequence shown:

<u>Paragraph Subject</u>	<u>Content</u>
Purpose	State the purpose of the directive. This will help in the presentation of the material and aid the persons who read the directive.
Cancellation (<u>Instruction only</u>)	The system provides two ways of canceling an existing instruction. One way is to issue a notice; the other is to put the cancellation information in the <u>second paragraph</u> of the superseding instruction. If the instruction has served its purpose and is not to be replaced by a superseding instruction, it will be canceled by a notice. If a single instruction is written which supersedes one or more

EXAMPLEINST 5215.3
15 Dec 19

	existing instructions, the cancellation information may be put in the <u>second paragraph</u> of the new instruction or in a separate notice.
Objectives	State the objectives to be achieved by the material covered in the directive.
Scope	State the coverage or applicability of the directive and any limiting factors.
Effective date	State the effective date or conditions when the directive becomes effective. In a short directive, the effective date may be given in the purpose paragraph.
Responsibilities	Define clearly the responsibilities for functions assigned by the directive.
Instruction (general discussion, procedure, action required, and so forth)	State what is to be done and how it is to be done. (Use as many paragraphs as necessary, and use paragraph subjects that are specific.)
Reports required: records and forms prescribed for use	State reports and records required and any forms prescribed for use. Indicate availability and source of supply of forms. This will be stated in the last paragraph of an instruction and usually of a notice.
Cancellation (Notices only)	If the exact length of time the notice needs to remain in effect cannot be determined at the time of issuance (for example, cancellation is contingent on completion of specified actions or on incorporation of the information into another document), the cancellation date is "for record purposes." As such, the cancellation date for record purposes is shown in the upper-right corner of the

Figure 10-3 Sample Format for Guide for Originators (Cont.)

EXAMPLEINST 5215.3

15 Dec 19

first page of the notice and in the contingent provision, there is no cancellation paragraph. The cancellation date is always the last day of the month except when such date could create an administrative problem.

10. Standard Subject Identification Code. In assigning the subject identification code to a directive, the originator should check both the alphabetical guide and the list of Standard Subject Identification Codes of reference (c) to ascertain what code would best apply. When selecting the code, the main categories of the list of Standard Subject Identification Codes (for instance, personnel, logistic, and so forth) must be carefully considered. A security classification must also be assigned if necessary.

11. Security Classification. Classified directives must be classified according to content. Each paragraph of a classified directive must be marked to indicate its individual classification. OPNAVINST 5510.1H contains instructions for classifying and declassifying documents.

12. Directive Coordination with Appropriate Officers. The originator must determine what officers have an official interest or should be consulted on the subject being covered. Suggestions from officers being consulted may be incorporated in the final draft of the directive and final concurrences secured as appropriate. Concurrence will be indicated on the cover sheet submitted with the final draft of the directive to the directives control point.

13. Changes and Revisions. The originator is responsible for any necessary changes to or revisions of instructions he or she prepares. Changes and revisions should always be given the same distribution as parent instructions. The use of standard distribution lists is recommended to ensure proper coverage of both instructions and changes or revisions to these instructions. The various methods that can be used in changing or revising an instruction are covered in reference (a). When minor revisions to an existing instruction are being prepared, page replacements rather than pen changes should be considered. Page replacements

EXAMPLEINST 5215.3
15 Dec 19

consume less time, decrease chances of error, and provide neater copies.

14. General Rules. Personnel responsible for the preparation of directives should observe the following general rules:

- a. Use the active voice wherever practicable and consistent with smooth writing.
- b. Keep the directive brief.
- c. Use words and terms that recipients will understand.
- d. Use words that express exact meaning.
- e. Avoid lengthy and complicated sentences.
- f. Place modifiers next to the words that they modify.
- g. Confine each paragraph to one principal subject. If subordinate thoughts are introduced, they will constitute subparagraphs. Subparagraphs will follow the order of subordination and pertain only to the subject matter covered by the parent paragraph.

15. Sources. The following source will be used for rules and guides on spelling, use of numerals, capitalization, punctuation, and abbreviations.

Navy Correspondence Manual, SECNAVINST 5216.5C

JOHN L. DOE
By Direction

Distribution: (See EXAMPLEINST 5215.2)
List I (Case A), II, and III

USS EXAMPLE (DDG-41)
FLEET POST OFFICE
NEW YORK 09501

Mean High Water: 1156

Sunrise: 0552

Sunset: 1831

Mean Low Water: 2215

Time Zone: +5R

NOT TO BE REMOVED FROM THE SHIP - FOR OFFICIAL USE ONLY

PLAN OF THE DAY WEDNESDAY, 22 OCTOBER 19

IN-PORT DUTY OFFICERS

CDO: CDR GREER
WEP: LT JONES
ENG: LT HANSON
OPS: LT TROOPER
MED: LT HAWKBILL
DEN: LT PEERLESS
SUP: LT SHAW

SHIP ROUTINE

Carry out the normal underway routine prescribed in Chapter 2, USS EXAMPLE Organization and Regulations, except as modified below:

- 1000 - Set the Special Sea Detail. Make all preparations for entering port.
- 1115 - Set the anchor and anchor windlass detail.
- 1145 - (about) Anchor anchorage XRAY, Norfolk, VA. Set regular in-port watch.
- 1200 - Dinner in the general mess for special sea detail, line 3.
- 1330 - Liberty commences for sections 1, 2, and 3, expiring on the fleet landing at 0730, Thursday, 23 October 19 .
- 2200 - Movies on the forward mess decks: The MATADOR, starring Rock Windlass.

Figure 10-4 Sample Format for the Plan of the Day

ORDERS OF THE DAY

1. Examinations for advancement to pay grade E-3 will be held at 0830, 1 November 19___. Division Officers are directed to submit the names of eligible personnel to the Personnel Officer prior to 1600, 31 October 19___.

2. The following ship's regulation is republished for the information of all hands:

"Any person subject to these regulations who willfully fails to obey or carry out, or is negligent in obeying or carrying out, any order, directive, or procedure published in the Plan of the Day, which it is his or her duty to obey shall be punished as provided by the UCMJ."

ANNOUNCEMENTS

1. LOST: GOLD CYMA wrist watch with expansion bracelet. Left in First Division Head about 1600, 19 October 19___. If found, notify BM1 THOMPSON at the First Division Office.

I. M. ABLE, LCDR, USN
Executive Officer

USS EXAMPLE (DDG-41)
FLEET POST OFFICE
NEW YORK 09501

OOD SO 1
02:SRR
22 October 19

OOD STANDING ORDER NO. 1

From: Commanding Officer

Subj: OFFICER OF THE DECK STANDING ORDER BOOK

1. Purpose. To establish a book or standing orders for the Officer of the Deck.
2. Objective. The Officer of the Deck standing order book shall contain the Commanding Officer's instruction for special conditions of a recurring nature.
3. Arrangement of Contents. The officer of the Deck standing order book is divided primarily into two sections, as follows:
 - a. OOD Standing Orders which are numbered consecutively and are issued and signed by the Commanding Officer.
 - b. Tactical Data and Check-off Lists providing useful information to the Officer of the Deck.
4. Maintenance of OOD Standing Order Book
 - a. The Navigator shall ensure that the Officer of the Deck standing order book is kept up-to-date. He/she shall originate such standing orders as are necessary for the signature of the Commanding Officer.
 - b. Deck watch officers shall make suggestions for changes to the OOD's standing order book as are appropriate, submitting same to the Navigator.

J. P. JONES
Commanding Officer

Distribution
OOD Standing Order Book
Navigator

Figure 10-5 Sample Format for the OOD Standing Orders